

DOCUMENTS CROSS-REFERENCED
ATTACHED:

D/Paw 1522-85

D/Pers

85-1521

DD/A Regist

85-18111

MAY 17 1985

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Deputy Director for Administration

FROM : Robert W. Magee
Director of Personnel

SUBJECT : Request to Address Placement Directors' Seminar
25 June 1985

1. The Office of Personnel is hosting a seminar for 32 university placement directors on the 25th, 26th and 27th of June to enhance our recruitment effort at their respective schools. We request that you address the group at 1030 on 25 June in room 1A07, Headquarters building.

2. The same evening, from 1700-1900 hours, we are hosting a reception in the Executive Dining Room. If convenient, we would appreciate your attending this function.

3. I have attached a list of the invitees and a copy of the proposed agenda.

You did great last time. Do it again!

Robert W. Magee

Attachments:

- A. Agenda
- B. List of Attendees

I will (✓) will not () address the Placement Directors' Seminar.

I will (✓) will not () attend reception.

DCI
EXEC
REG

L-305

OFFICE OF PERSONNEL
PLACEMENT DIRECTORS' SEMINAR

DRAFT AGENDA
25-27 June 1985

MONDAY--24 JUNE

Placement directors arrive and check into hotel

6:00 p.m. "Get Acquainted"
-- Hotel
7:00 p.m.

TUESDAY--25 JUNE

7:30 a.m. Placement directors picked up at hotel and delivered to Headquarters

8:15 a.m. Badges picked up in Headquarters lobby.

8:30 a.m. Conference convenes in room 1A07, Headquarters.
Coffee and donuts

8:45 a.m. Administrative Note
[redacted] STAT
Chief, Recruitment Operations Division

9:00 a.m. Orientation Presentation
[redacted] STAT
Chief, Recruitment Operations Division

9:45 a.m. Welcome by Sponsor
Robert W. Magee
Director of Personnel

10:30 a.m. Comments from the DDCI
John N. McMahon
Deputy Director of Central Intelligence

11:15 a.m. Tour of the OCR Library
[redacted] STAT
CIA Librarian

12:00 noon Lunch

1:15 p.m. Tour of Communication Center

2:00 p.m. The Intelligence Directorate
-- (Schedule to be provided by the directorate)
4:45 p.m.

5:00 p.m. Reception
-- Executive Dining Room
7:00 p.m.

7:30 p.m. Buses return placement directors to hotel

WEDNESDAY--26 JUNE

7:30 a.m. Agency vehicles pick up placement directors at hotel
and deliver them to Headquarters

Briefings at 1A07, Headquarters

8:15 a.m. Pick up badges in lobby of Headquarters

8:30 a.m. Coffee and donuts

8:45 a.m. Administrative Notes

Chief, Recruitment Operations Division

9:00 a.m. The Science and Technology Directorate
(Schedule to be provided by the directorate)

11:45 a.m. Tour of the Watch Office

12:30 p.m. Lunch

1:30 p.m. The Operations Directorate
(Schedule to be provided by the directorate)

4:15 p.m. Photo Session

--
5:00 p.m.

5:30 p.m. Buses return placement directors to hotel

STAT

THURSDAY--27 JUNE

7:30 a.m. Agency buses pick up placement directors at hotel and delivers them to Headquarters. Placement directors bring luggage with them.

Briefings at 1A07, Headquarters

8:15 a.m. Pick up badges in lobby of Headquarters

8:30 a.m. Coffee and donuts

9:00 a.m. The Administration Directorate
-- (Schedule to be provided by the directorate)

11:30 a.m.

11:30 a.m. Minority Recruitment in the CIA
Avon Harding
Director of Equal Employment Opportunity

12:00 noon Lunch

1:00 p.m. Applicant Processing

[redacted]
Chief, Division I
Office of Personnel

STAT

1:30 p.m. Security and the CIA

[redacted]
Director of Security

STAT

2:15 p.m. Intelligence Officer in Residence Program

[redacted]
Program Coordinator
The Administration Directorate

STAT

2:45 p.m.

[redacted]

STAT

3:00 p.m. Conference Adjourns
(Buses take placement directors to airport)

Placement Directors' Seminar
25, 26 & 27 June 1985

ATTENDEES

Ms. Molly Fletcher Abt
Director of Graduate Placement
4702 N. 24th Street
Devry Institute of Technology
Phoenix, AZ 85016

Ms. Karen B. Andrews
Counselor of Placement Decisions
304 S. Hanover Street
Dickinson College
Carlisle, PA 17013

Ms. Mary Ellen Asmundson
Counselor for Placement Center
for Engineering & Technical Discipline
301 Loew Hall FH30
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Seattle, WA 98195

Mr. John P. Bradarich
Director of Career Planning & Placement
Room 1716
25 East Jackson Boulevard.
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Chicago, IL 60604

Dr. Don Briggs
Director, University Placement
Student Union
Room 210
Oklahoma State University
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Mr. Frank G. Carney
Director of Placement & Career Information Center
316 Union Building
Mississippi State University
Mississippi State, MS 39762

Dr. Larry R. Crouch
Director of Career Planning & Placement
Career Planning & Placement Center
201 Mathews Building
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Director of Placement
CSB 398
Baylor University
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Portland State University
Portland OR 97207

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Director of Career Planning & Placement Services
Furman Hall
#102
Furman University
Greenville, SC 29613

Mr. Douglas Daring
Director/Department of Career Services
Box U51
University of Connecticut
Storrs, CN 06268

Ms. Beverly Davis
Asst. Dean & Director of Career Services,
College of Arts & Sciences
05 Brown Hall
Ohio State University
Columbus, OH 43210

Ms. Joyce P. Edwards
Recruitment Counselor
3500 Castleton Road
N.C. A&T State University
Greensboro, N.C. 27406

Mrs. Marjorie Fernald
Coordinator of Career Planning
10 Denton Road
Holy Cross College
Wellesley, MA 02181

Ms. Judy Gumbiner
Associate Director for Placement
1653 Whitsett Drive
San Diego State University
El Cajon, CA 92020

David Fielding Hart
Director Career Placement & Cooperative Education
Career Placement & Cooperative Education Center
University INN (UMC-43)
Utah State University
Logan, UT 84321

Mr. Acy Jackson
Director of Career Development
2 Newell Drive
Apt. 20
Colgate University
Hamilton, NY 13346

Mr. Robert L. Kent
Director of Career Services
202 Hillcrest Avenue
West Virginia University
Westover, WV 26505

Ms. Eileen M. Kolynick
Director of Career Planning & Placement Center
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Fordham University
East Chester, NY 10709

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Director of Career Planning & Placement Services
P.O. Box 4230
Texas Tech University
Lubbock, TX 79409

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Assistant Director of Career Counseling
Office of Career Counseling
Lower Level
Stetson Hall
Williams College
Williamstown, MA 01267

Mr. Parker Lawlis
Placement Director
Illinois State University
Normal, IL 61761

Mr. Richard Allen North
Director of Placement Services
Placement Services
Room 231
Knight Hall
University of Wyoming
Laramie, WY 82071

Mr. Donald C. Peterson
Director, Engineering Placement
Steorus Building
University of Michigan
Ann Arbor, MI 48109-2075

Mr. Gerard Arthur Phaneuf
Director Career Planning & Placement
Career Planning & Placement Office
Room 230
Nebraska Union
University of Nebraska
Lincoln, NB 68588-0451

Mr. John E. Schmid
Director of Placement
35 Docatah Avenue
New Jersey Institute of Technology
Lake Hiawatha, NJ 07034

Ms. Cynthia Sedgwick
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10401 Copeland Drive
George Mason University
Manasses, VA 22110

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Director of Career Services
Career Service Center
Room 313
Blair Hall
Winston-Salem University
Winston-Salem NC 27110

Ms. B. Suzie Summers
Placement Coordinator
The Careers Office, College Union Building
Davidson College
Davidson, NC 28036

V
Mrs. Carolyn D. Thomas
Placement Officer
Placement Office
P.O. Box 65A
7325 Palmetto Street
Xavier University
New Orleans, LA 70125

Ms. Elyse Victor
Director of Career Development & Placement
400 Riverside Drive
Apt. 6H
Columbia University School of International Affairs
New York, NY 10025

Ms. Julie Anne Webster
Director of Placement
Engineering Placement Office
4010 Learned Hall
University of Kansas-School of Engineering
Lawrence, KS 66045

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Robert W. Magee
Director of Personnel

EXTENSION

NO.

DATE

MAY 17 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

DDA
7D24 Hqs

5/20

ER
7E12 Hqs

21 MAY 1985

cmj

Executive Director
7D55 Hqs

5-28

gt

5000

D/OP

- 8. Per our conversation,
ExD/2 will be out of
town. Sharon



L-305

DD/A Registry
85-1811

D/Pers 85-1522

MAY 17 1985

MEMORANDUM FOR: Executive Director

VIA : Deputy Director for Administration

FROM : Robert W. Magee
Director of PersonnelSUBJECT : Request to Attend Placement Directors' Seminar
Reception - 25 June 1985

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2. I have attached a list of the invitees for your information.



Robert W. Magee

STAT

Attachments:

- A. Agenda
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can't do - sorry

I will () will not (X) attend reception.

DA/OP/E/ROD, [Redacted Box] (14 May 85)

STAT

Distribution:

- Orig - Addressee (Return Orig. to D/OP)
- 2 - DDA w/atts
- 1 - ER w/atts
- 1 - D/OP
- 1 - DD/E/OP
- 1 - C/ROD/OP
- 1 - ROD Chrono



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